

KENTUCKY BOARD OF SOCIAL WORK
MINUTES OF THE BOARD OF DIRECTORS' MEETING
August 4, 2015

A regular meeting of the Kentucky Board of Social Work was held on Tuesday, August 4, 2015 at the board office located at 44 Fountain Place, Frankfort KY 40601.

MEMBERS PRESENT

Jay Davidson, LCSW
Sally Rhoads, LCSW
Janice James, LCSW
Dr. Jay Miller, CSW
Sharon Sanders, LCSW

STAFF PRESENT

Florence Huffman, Ex. Dir.
Lindsay Redman, Admin. Assistant

OTHERS PRESENT

Brian Judy, Asst. Atty. Gen, Board Counsel

GUESTS: NONE

CALL TO ORDER

Dr. Miller, Vice Chair, called to order the regular meeting of the board at 11:20 a.m. Mr. Adcock was absent due to a scheduled trip. Ms. Prather was unable to attend.

APPROVAL OF MINUTES

A motion was made by Ms. James to approve the minutes of July 7, 2015 as presented. Seconded by Ms. Rhoads, motion carried.

EXECUTIVE DIRECTOR REPORT

- a. Operations Report- Ms. Huffman thanked the board for their continuing support, particularly with the high volume of applications and strong assistance from Mr. Adcock and Dr. Miller to review applications and other documents to eliminate the backlog. She reported that in July 2015 that:
 - **38** applicants were approved for the Master's level exam, **17** for Clinical level exam, and **11** for Bachelor's level exam; **42** supervision contracts were approved with a high number of deferrals due to missing documents particularly job descriptions or weakness in clinical job description, lack of required signatures, or other issues with completing the Plan of Clinical Social Work Activities within the contract; **66** applications, **63** licensure fees, **9** reinstatements, **38** Renewals and **15** miscellaneous;
 - Nearly 80 percent of all applications were initially deferred due to incomplete applications or missing documents particularly ob descriptions; and
 - Deferrals set back the timeliness of processing the documents.
- b. ASWB
 - Florence Huffman has been invited to serve on ASWB Mobility Task Force
 - 2015 Delegate Assembly: Ft. Lauderdale, FL, November 5-7, 2015
 - Action Item: Motion by Ms. James, second by Ms. Sanders to approve the travel for the executive director (ASWB will fund expenses) and board member to attend the 2015 Delegate assembly. Motion carried.
- c. Education & Outreach / Technology update
 - Kentucky Interactive has agreed to add Frequently Asked Questions to the website at no cost, how shall the FAQs be approved?
 - Action Item:
 - FAQs for Continuing Education: Ms. Huffman will send draft to committee for review.

FINANCIAL STATEMENT-Florence Huffman

- a. Report of Expenditures and Revenues for FY15 & FY16:
 - FY15
 - Sum of Revenues: \$330, 715.76
 - Transfer to General Fund: \$50,000.00
 - Sum of Expenditures: \$278, 446.74
 - Ms. Huffman brought to the board's attention that we were paying \$2,578.00 annually for security guard services through Kentucky State Police consisting of driving by at various times.
 - On motion of Mr. Davidson to discontinue the security services, seconded by Ms. Sanders, motion carried.
 - FY16
 - Sum of Revenues in July: \$41,050.00
 - Sum Expenditures in July: \$31,440.88
 - Allotment: First Quarter will receive \$80,000.00, Second Quarter will receive \$66,500.00, Third Quarter will receive \$66,400.00, Third Quarter will receive \$66,400.00; Total of \$279,300.00
- b. Report on Lapsed Funds for FY09 – FY15
 - Lapsed Funds from 2009-2014 total \$94,906.00
 - Lapsed Funds in 2015; \$13,253.00
 - Total Lapsed Funds from FY009-2015 \$108,159.00
- c. Update on Appropriation Increase for FY16:
 - State budget office has informed Ms. Huffman that the appropriation increase was more likely to be \$46,700.00. The base budget amount should not exceed the annual revenues of \$327,000.00.
- d. Report on past due accounts payable and new procedure Lindsay Redman, Admin. Assistant
 - Total Past Dues: \$5,705.80
 - Past dues and travel (July 2015) paid a total of \$6,496.63 with Fiscal 2015 Funds
 - After July 10th, 2015 paid a total of \$2,843.41 with Fiscal 2016 Funds
- e. Travel and Per Diem Dr. Jay Miller, CSW, Vice Chair
 - Action Item: Approval of board members' travel and per diem. A motion was made by Ms. James to approve travel and per diem for board members. Seconded by Ms. Rhoads, motion carried.

Complaint Review Committee: Janice James

#15-14: Janice - CRC approves opening for an investigation. Seconded by Mr. Davidson, motion carried.

Application / Supervision Review Committee: Jay Davidson

- Committee has nothing to report.

Continuing Education Committee:

- Dr. Miller reported that applications were caught up.

Old Business

- I. Field Practicum Intern – Affiliation Agreement with Spalding University
 - a. Recommended candidate: Molly Bode, MSSW student
 - Mr. Judy will send a revised draft to committee for review to include consideration of open records.
 - A motion was made by Mr. Davidson to approve the affiliation agreement (as revised by Mr. Judy) and Ms. Bode as the intern, seconded by Ms. Sanders, motion carried.
- II. Amendments to Supervision regulation: 201 KAR 23:070
 - Report from Brian Judy on status and next steps
 - Action Item: Vote on moving forward
 - Waiting for staff to revise supervision contract form and have board approve the new form of language. Deferred for next board meeting.
- III. Amendments to Continuing Education regulation: 201 KAR 23:075
 - Suicide Prevention Training, SW Ethics course online, and no restriction on online courses
 - Action Item: Hold all amendments and submit to subcommittee at one time

New Business

IV. New Business

Dr. Miller, CSW, Chair

- a. Change in Medicaid administrative regulation Brian Judy, Board Attorney
 - 907 KAR 15:010. Coverage provisions and requirements regarding behavioral health services provided by independent providers.

...

(c) Billed to the department by the billing provider who provided the service or under whose supervision the service was provided by an authorized practitioner in accordance with Section 3 of this administrative regulation.

- Action Item: Brian Judy informed that concerned providers need to contact Medicaid. It is not the board's province to deal with billings process through Medicaid.

- b. Exemptions for licensure codified in KRS 335.010 Brian Judy, Board Attorney

- c. Policies and Procedures

- Question: What are the requirements for continuing education courses needed for reinstatement (30 hours in six months)? The office practice has been to allow all 30 hours online and any social work related topic (not meeting the CE requirements for three-year renewal).
 - Action Item: Does this practice meet the board's approval? Deferred for the next meeting.
- Question: Applications over one-year old – how shall staff proceed if an applicant wants to reapply to take the exam and get licensed? The past practice has been to ask for a new application and \$25 review fee due to the ASWB one-year deadline – Brian Judy has advised this practice is not supported by the regulation, which has no deadline for applications.
 - Action Item: Deferred for the next meeting.
- Question: Licensees are required to inform the board of name / address changes in

writing: does the request have to be mailed or can the form be scanned to staff – then the form uploaded as a document attached to the licensee’s database record?

- Action Item: Deferred for the next meeting.

d. Request for refunds

- \$125 license fee for C. Heding (paid fee when she sent in application and her plans to relocate to Kentucky have changed and application withdrawn)
- \$200 license fee paid online by active duty serviceman, J. Sgroi [KRS 335.130(3) waives fee]
 - Action Item: Vote on \$125 refund for C. Heding
 - Action Item: Vote on \$200 refund for J. Sgroi

Motion was made by Mr. Davidson to grant the refunds for C. Heding, \$125 licensure fee and J. Sgroi, \$200 renewal fee; seconded by Ms. Rhoads; motion carried.

V. Personnel (executive session)

- Vacant Non-Merit Administrative Coordinator position – one application received
 - Action Item: Vote on new hire and approve salary
- New non-merit employee position: when approved for appropriations increase to fund position (request to increase personnel cap from 2 positions to 3 has been approved by Budget office)
 - Action Item: Vote on new personnel position of Administrative Specialist, starting salary and salary grade level, and grant executive director authority to post position

A motion was made by Mr. Davidson to enter executive session based on 61.810 1(f) to discuss employment. Seconded by Ms. Rhoads, motion carried. Ms. Redman was asked to leave the meeting and did so.

A motion was made by Mr. Davidson to return to open session; seconded by Ms. James, motion carried. Motion made by Mr. Davidson to approve Ms. Redman for the position of administrative coordinator, with a starting salary of \$28,000. Seconded by Ms. Sanders, motion carried. Deferred discussion and vote on new position until the next meeting

ADJOURNMENT

Being no further business to come before the Board, a motion was made by Ms. James to adjourn. Seconded by Mr. Davidson, motion carried. The meeting adjourned at 2:00 p.m.

NEXT MEETING:

The next regularly scheduled board meeting will be held at the Board offices on September 1, 2015, at 11am.

Approved:

William M. Adcock LESW

William M. Adcock, Chair